### 5.0 Communications

#### Newsletter

Worcester u3a publishes a newsletter which is distributed to all our members. If you have news about your group and its activities you think would be of interest to others, try putting an item in the newsletter.

Details of forthcoming copy dates and where to send copy are included in each edition of the newsletter, links to which are shown on the For Members page of the website.

**7.2 Website** (www.u3asites.org.uk/worcester)

Worcester u3a’s website contains information about the activities of your area u3a. Much of the information is available to anyone with access to a computer. However confidential information requires a password and username (as shown on your membership card) to access.

Documents referred to in this handbook can be found by following the links shown on the Group Leaders page.

All groups have their own web page and you are expected to ensure that the information in it is up to date. You can do this yourself (ask the Groups Coordinator for access) or, if unsure how to update, contact the Group Coordinator who will assist you.

#### 7.3 Beacon

Beacon is a web-based system with a range of helpful facilities for Group Leaders including collating, maintaining and downloading membership lists (e.g. for making a register) and allows easy email access to all the members of your group. It also holds information on venues such as addresses, links to web sites if available and names and email addresses of contacts, etc.

All Group leaders are strongly encouraged to use Beacon as it offers a number of advantages including:

* No potentially expensive software is required;
* Information is protected against loss or theft;
* Adding and removing Group members is greatly simplified;
* Contact details of members no longer have to be recorded
* It can be accessed from tablets and smart phones;
* Group membership data entered by Group Leaders simplifies the work of the Group Coordinator.

Access to Beacon is via a username and password which you can obtain from the Beacon Adviser.